



# 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](mailto:clerk@fishguardgoodwick-tc.gov.wales)

The **MINUTES** Town Council Meeting  
held virtually, under COVID-19 Regulations (Wales)  
at 7pm on **Tuesday 1<sup>st</sup> July 2021**

The Mayor, Cllr. Jackie Stokes, was in the Chair

Cllr. Jackie Stokes – *J. Stokes*

Cath Bannister, Town Clerk – *C. Bannister*

## **MINUTES**

### **PUBLIC SESSION: CLLR. STOKES**

The public session offers members of the public, the opportunity to comment on items on this agenda or those previously requested and agreed.

The public will be limited to two minutes per comment or question.

The Mayor will update those present, with regards to previous actions and ideas proposed by the public during this session, should there be any.

This session will also allow County Councillors to update the Town Council and those members of the public present, on matters of interest and for the Pembrokeshire County Council Liaison Officer to update the Town Council.

### **PUBLIC PRESENT:**

No members of the public present.

### **COUNTY COUNCILLORS PRESENT:**

No County Councillors present.

**STANDING ORDERS TO BE ADOPTED**

**102/21 APOLOGIES: CLLR. STOKES**

To formally record apologies for absence and to record the attendance of those Town Councillors present:

Apologies were received from Cllr. Shaw – family commitment, Cllr. Ryan – illness, Cllr. Thickitt – working and Cllr. Price - illness  
Those Cllrs. present were:  
Cllrs. Stokes, McCarney, Owen, Perkins, Porter, Murphy, Sturman and Gwynn.  
Those Cllrs. absent were: Cllrs. Davies and Mason.

**103/21 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 below:

There were no declarations of interest made.

**104/21 MINUTES OF THE PREVIOUS MEETING: CLLR. STOKES**

To record the previous meeting minutes, held on 1.6.21, as a true and accurate record of the meeting.

It was resolved at accept the minutes of the meeting held on 1.6.21 as a true and accurate record of the meeting.

**105/21 CLERKS REPORT: TOWN CLERK**

Follow up actions taken by the Clerk from the last meeting.  
On the evening:

Defibrillators – x 2 need installing.	Cllrs. Mason and Murphy have volunteered to install the defibrillators. The Clerk will progress this.
Face to Face Committee meetings	Can the Town Council think about how they feel for face to face meetings from September. This will be reviewed with all Cllrs. before the next meeting scheduled for September..
Training	Can all training requests be booked through the Clerk.

**106/21 REPORTS: CLLR. STOKES.**

The following committee minutes have previously been circulated to all Town Councillors. If there are any questions with regards to their content, can they be addressed here.

- Planning Committee
- Finance Committee
- Governance Committee
- Events Committee

There were no comments made in respect of the previously circulated committee minutes.

**107/21 TOWN COUNCILLOR UPDATE SESSION: ALL**

An opportunity for Town Councillors to update the Town Council with regards to what has happened, what is happening and if anything needs attention, within the community that they represent.

Cllr. Stokes – the banner designs for the main square area are not yet fully confirmed. She was unable to offer a proposed completion date but is waiting on quotes from two sources. As soon as they are received, she will progress with the Clerk and the Council.  
Cllr. Stokes had attended the Cruise Ships welcome recently and had raised the flag in honour of the NHS and Frontline Workers.

There were no further updates.

**108/21 PAYMENTS FOR AUTHORISATION: CLLR. STOKES**

The invoice detailed below was received after the Finance Committee Agenda had been circulated. It has been reviewed by the Finance Committee and authorised for payment, but because it was not listed on the Finance Agenda, the Clerk made the payment under s.6.4 of the current Financial Regulations. The invoice now needs retrospective authorisation from full Council.

1. Amberol - £834.00. Purchase of new planters for the cannon location. Minute reference 87/21 applies. Invoice received after Finance Agenda had been circulated but planters required as a matter of urgency.

It was resolved to accept that a retrospective payment was made by the RFO.

**The following two invoices need paying ASAP. Can the Town Council authorise payment?**

2. Toilets - £9k Towards the ongoing costs of Fford Yr Efail and Lower Town Toilets for the period 1.4.21 to 31.3.22

3. Abersign - £70. Purchase of new information board – Minute reference 93/21 from June applies.

It was resolved for the RFO to make the above two payments.

**109/21 FINANCIAL REGULATIONS: CLLR. STOKES**

The revised model Financial Regulations are now ready for adoption by the Town Council. Please discuss.

It was resolved to accept the Financial Regulations presented and they will supersede all previous versions.

**110/21 STANDING ORDERS: CLLR. STOKES**

The revised model Standing Orders are now ready for adoption by the Town Council. Please discuss.

It was resolved to accept the Standing Orders presented and they will supersede all previous versions.

**111/21 PRE-APPLICATION CONSULTATION IN GOODWICK: CLLR. STOKES**

ABP Properties, have submitted a pre-application consultation for a specialist residential development for older peoples accommodation on land at Goodwick industrial estate. An email has been circulated separately.

The Town Council should respond before 14<sup>th</sup> July 2021.

Please discuss.

It was resolved that the Clerk would write a letter of support for the development.

**112/21 HR COMMITTEE TERMS OF REFERENCE: CLLR. STOKES**

The newly formed HR Committee has drafted a Terms of Reference for Town Council use. Please discuss.

It was resolved to accept the draft Terms of Reference.

**113/21 CORRESPONDENCE RECEIVED: CLLR STOKES**

All correspondence is emailed out upon receipt, wherever possible.

1. None received that hasn't previously been circulated.

**At the conclusion at this part of the Agenda, the Chairman will move the following resolution:**

There were no members of the public present but the press were requested to leave the meeting due to the confidential nature of the matters to be discussed.

**114/21. PUBLIC BODIES (ADMISSIONS TO MEETINGS): CLLR. STOKES**

That under section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the Press and Public are to be excluded from the meeting for the duration of this particular Agenda item, on the basis that the information to be disclosed, would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**1. CHRISTMAS LIGHTS TENDER:**

The Christmas lighting tenders have been reviewed by Cllrs. and will be discussed with the Town Councillors reference costs and company names. Please discuss and select your preferred supplier.

It was resolved to accept one of the tenders as the overall winner and that the Clerk will progress the formal contract.

**2. INTERNAL AUDIT OUTCOMES:**

The Clerk will read out a confidential report that has not been previously circulated and a resolution must be reached.

It was resolved to accept the report and for a retrospective financial donation to be made to three Charities.

**115/21. DATES OF THE NEXT MEETINGS: CLLR. STOKES**

It is proposed that all meetings are scheduled to start at 7pm, unless otherwise agreed:

7<sup>th</sup> September 2021

5<sup>th</sup> October 2021

2<sup>nd</sup> November 2021

**116/21 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 Town Clerk will need to be advised before the start of the meeting.

*Please be aware that no resolution can be reached on non-agenda items, but, they can be discussed and deferred to the relevant committee for further discussion or taken to the next full town council meeting as an agenda item.*

There being no further business to discuss, the meeting was closed at 7:57pm

DRAFT