



## **FISHGUARD AND GOODWICK TOWN COUNCIL**

**The MINUTES of the:  
Full Town Council meeting which was held in the Town Hall, Fishguard on  
Tuesday 4<sup>th</sup> September 2018 at 7pm**

**Cllr. Jordan Ryan (Mayor) was in the Chair.**

### **MINUTES OF: FULL TOWN COUNCIL**

Cllr. Jordan Ryan – Mayor – J. Ryan

Cath Bannister, Town Clerk – C. Bannister

*The Pembrokeshire County Council will be abbreviated and referred to as PCC within these minutes.*

*The Fishguard and Goodwick Town Council will be abbreviated and referred to as FGTC within these minutes*

Prior to the meeting starting, Steve Morbey, senior Public Protection Officer from Pembrokeshire County Council, attended the meeting and made a presentation to the Town Council with regards setting up a Community Dog Watch Scheme.

The scheme involves volunteers, usually dog walkers themselves, whilst out and about, wear a high visibility vest (provided) advertising the community dog watch scheme. When they see a dog owner allowing their dog to foul, they offer poop bags.

There is absolutely no enforcement involved at all. It is more of a visible deterrent.

It was suggested that prospective volunteers, or those interested in organising volunteers, attend a Saturday morning tutorial and guide as to how the scheme is managed and run in St Dogmeals and Poppit which has proved to be a successful scheme.

It was resolved that Cllr. Ryan will progress this scheme for the twin towns, jointly with the Clerk.



### **PUBLIC SESSION: CLLR. RYAN**

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 with regards to previous actions and ideas proposed by the public during this session.

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:**

There were no questions asked.

### **COUNTY COUNCILLORS PRESENT:**

County Councillor Pepper:

Updated the Town Council with regards to the enquiries he had been making with Natural Resources Wales and the pumping station in Lower Town.

As a result, work is scheduled to carry out maintenance in order to try and address sewerage issues in Lower Town.

### **PCC LIAISON OFFICERS PRESENT:**

David Popplewell was in attendance at the meeting.

Due to the holiday period, he apologised for the lack of updates from the PCC but he did outline senior management changes within the Directorate at PCC, with Dr. Stephen Jones now being the Director of Community Protection.

These will be clearly explained at the partnership meeting scheduled for 28.9.18

### **STANDING ORDERS ADOPTED**

#### **103/18 APOLOGIES: CLLR. RYAN**

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

Apologies were received from Cllrs. Thickitt – work commitment, O'Connor – work commitment, Davidson - illness and Mason – family commitment.

Those Councillors present were:

Cllrs. Ryan, Perkins, Price, Stokes, Pepper, Lawton and McCarney.

#### **104/18 MEMBER INTERESTS: CLLR. WYER**

To formally record any personal or pecuniary interests that a Town Councillor may have in any of the agenda items listed:

No interests were declared.

#### **105/18 MINUTES OF THE PREVIOUS MEETING: CLLR. WYER**

To record the previous meeting minutes held on 3.7.18, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 3.7.18 as a true and



accurate record of the meeting.

**106/18 CLERKS REPORT:**

Follow up actions taken by the Clerk from the last meeting.

The Clerk will update you on the following matters:

Action:	Outcome:
Cllr. Vacancies update:	Goodwick – Cllr. Sharon McCarney is the new Goodwick Cllr. Congratulations to her on her co-option to the Town Council. The two vacancies in Fishguard North East are out to advert with a closing date of noon on 17.9.18
Flags:	The flags need to be removed ASAP as they are now tatty and ripped, despite a bit of maintenance a few weeks ago. They will be down now until the spring unless there is a desire to purchase new ones and fly them again? The cost of each flag is £45 excl. of VAT with an anti-ragging strip. There are 13 flags = £585 plus postage. Would the TC be interested in a designed TC flag using the logo? It was resolved to remove the flags ASAP and to get a quote for a TC logo flag.
Terms of Reference and Policies Update:	I have circulated terms of reference for the planning, finance and events committee. Can they now be adopted by the Town Council? It was resolved to accept the three terms of reference for the relevant committees.
Domain name and new website:	I have written a Civic Policy which I will take to Governance and ask for their comments and approval before bringing them to full TC. fishguardgoodwick-tc.gov.wales to fgtc.gov.wales? Update. The new TC website is scheduled to be published the last week in September. Welsh Government had declined the <a href="http://fgtc.gov.wales">fgtc.gov.wales</a> as a domain name as it does not clearly identify it is a Town Council. After discussions, it was decided to stay with fishguardgoodwick-tc.gov.wales
Precept Planning:	If there are any suggestions for the precept request for 2019/20, now is the time to let the Finance committee know, via myself. Scheduling will start at the September Finance meeting. The Cllrs. were requested to submit ideas to the Clerk before the Finance meeting on 24.9.18

**107/18 REPORTS: CLLR. RYAN**

Previously circulated by email, the minutes from the following meetings. These minutes are for information and comments in order for them to be referred back to the relevant committees for approval:

A short verbal update was given by the Chair/Vice Chair, of the following committees that had met.

Finance Committee – Cllr. Ryan

Planning Committee – Cllr. Perkins

There were no questions with regards to the previously circulated committee minutes. They



are to be referred back to the relevant committees for approval when they next meet.

**108/18 NAMING THE NEW ROAD: CLLR STOKES**

There is a desire from residents within the local community, to name the new Chimneys Link road, Hardings Way. Would the Town Council support this matter by writing a letter of support to the Pembrokeshire County Council?

After discussion with regards to the alternative names suggested, Harding Way, Old School Road, it was proposed that Cllr. Stokes drafts a letter advising the PCC that the community have chosen Hardings Way.

It was resolved unanimously, to accept the proposal of Hardings Way.

**109/18 CONTRIBUTING TOWARDS TOWN COUNCIL CIVIC EVENTS: CLLR. LAWTON**

Would the Town Councillors consider contributing financially when they attend Civic events?

This would mean paying for their own refreshments at all formal Civic Events.

Please discuss.

There was a great deal of discussion with regards to this matter.

Cllr. Stokes suggested that the amount allocated to the Mayors Civic Ceremony could be reviewed and more community group representatives be invited. She had discussed this matter with members of the community and there had been no negative feedback with regards to the actual Civic Event itself..

Cllr. Price proposed things remained as they are.

Cllr. Ryan stated that as Cllrs. had opted not to claim their annual administration expenses of £150 per annum, the saving to the council because of this was £2,100, far outweighing what is spent on Cllrs. at Civic Events.

It was resolved not to progress the issue of volunteering Councillor contributions towards Civic Events.

**110/18 LOCAL DEVELOPMENT PLAN – CLLR. PERKINS**

The LDP consultation ends on 12.9.18.

Can the Town Council summarise their findings so that representation can be made?

It was proposed that the Clerk summarise the Planning sub-group findings from a letter drafted by Cllr. Perkins, and forward the letter onto Pembrokeshire County Council.

**111/18 GDPR UPDATE – THE RESPONSIBILITIES OF COUNCILLORS: TOWN CLERK**

There are implications on each Town Councillor, now the GDPR is underway.

The Clerk will update the Town Council with regards to their responsibilities and ask for their confirmation of understanding.

The Clerk informed the Cllrs. that they are now responsible for the forwarding, retaining, deleting and sending of all private information that is connected to the Town Council.

It is important that Cllrs. have an understanding of their responsibility with regards to retention of private or personal information.

The Clerk advised Cllrs. to read the GDPR policy documents.

The Clerk asked those Cllrs. present, to sign a form, recognising their responsibilities.

**112/18 ADDITIONAL GOVERNOR HOLY NAME SCHOOL: CLLR RYAN**

A nomination is required for the position of Additional Community Governor on the above Governing Body by 28 September 2018

Details of the position were circulated by the Clerk on 31.7.18.

Is there a volunteer for this post?



There was no interest from Cllrs. present to take up this role.  
The Clerk would re-circulate the email to see if anyone absent might be interested.  
The Clerk will update Pembrokeshire County Council with regards to this update.

**113/18 ENHANCING PEMBROKESHIRE GRANT: CLLR RYAN**

A public meeting has been scheduled for Tuesday 18<sup>th</sup> September at 6pm here in the Town Hall. All Councillors welcome to attend.

Can Councillors suggest ways of spending the grant money available?  
Please discuss.

There was a general discussion with regards to the criterion for this award money.  
It was suggested that as many Town Councillors attend the meeting as possible, in order to learn more about the application process.

**114/18 BEE FRIENDLY ACTIONS TO TAKE AND UPDATE: CLLR RYAN**

Cllr. Ryan will discuss progress to date and update the Town Council on a project he has in mind that will enhance the application.

The proposals for taking the project forward were discussed.  
Suggestions were made that might enhance the application.

There is a further meeting scheduled for Friday 21<sup>st</sup> September at 2pm, if any Town Councillor is interested in attending.

**115/18 INTERNAL AUDIT REPORT FEEDBACK: CLLR RYAN**

The internal Auditor is required in law, to write a report regarding their finding whenever an internal audit is undertaken.

The comments were very positive, but reference was made to the written Aims and Objectives of the Town Council. Can the Town Councillors please discuss this.

In order to forward plan and budget set, clear objectives need to be laid out.

Town Councillors were asked to think of any schemes or events that the Town Council get involved with in the accounting period 2019/20, and to forward their ideas in writing to the Clerk, for discussion at the next finance meeting on 24.9.18

**116/18 CELEBRATING SUCCESS: CLLR. RYAN**

The Fishguard Friendly Faces and the Greening Group, have both been very active this year and have brought tremendous pride into the twin towns.

In order to maintain their enthusiasm and regenerate their desire to continue their valued volunteer work, how can the Town Council recognise their efforts and say thank you to them?

Please discuss.

It was proposed that this is a positive way of recognising the achievements of the FFF's and that the matter be forwarded to the finance committee for a sum of funding to be agreed.

**117/18 GAMBLING ACT 2005: CONSULTATION ON REVIEW OF LICENSING POLICY: CLLR RYAN**

Following on from an email reference the above on 17.8.18, are there any comments to note to feed back to the PCC licensing dept?

Please discuss.

It was agreed that this letter was for information only and that there was nothing to report back. The Clerk will respond by means of a letter to Pembrokeshire County Council.

**118/18 CORRESPONDENCE: CLLR RYAN**



- Thank you letter from Lota Parc reference funding towards the Fictional Food Festival
- Thank you letter from the F&G Twinning Association for the Civic Reception for our Loctudy partners
- Update from Fishguard Folk Festival (circulated by email 3.9.18)
- Thank you letter from Theatr Gwaun reference funding.

**119/18 URGENT MATTERS: CLLR WYER**

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 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 to the next full town*

There being no further business to discuss, the meeting was closed at 8:55pm