



# 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  
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## Dear Council Member,

You are hereby summoned to attend the Annual Meeting of the Fishguard and Goodwick Town Council and the Mayor Making Ceremony **at 7pm on Tuesday 7<sup>th</sup> May 2019**, at Fishguard Town Hall.

The Annual Meeting and the Mayor Making Ceremony, will be followed by a brief meeting of the full Town Council.

*Cath*

**Cath. Bannister**  
**Town Clerk/Responsible Financial Officer**

## AGENDA:

### 1. **NOMINATION OF INCOMING MAYOR AND THE ACCEPTANCE OF OFFICE: TOWN CLERK**

Cllr. Ryan will accept the office of Town Mayor that will be made to him by the Town Council.

Cllr. Ryan will make his declaration of acceptance to the Town Clerk and the Town Council and he will then commence his role as the Chairman to the Town Council.

### 2. **NOMINATION OF INCOMING DEPUTY MAYOR AND THE ACCEPTANCE OF OFFICE: TOWN CLERK**

Cllr. Stokes will accept the office of Deputy Town Mayor that will be made to her by the Town Council.

Cllr. Stokes will make her declaration of acceptance to the Town Clerk and the Town Council and she will then commence her role as the Vice Chair to the Town Council.

### 3. **INCOMING MAYORS SPEECH: CLLR RYAN**

Cllr. Ryan will outline his intentions for the forthcoming year in office and he will announce his chosen charities.

Cllr. Ryan will announce the total amount previously raised for his three charities.

### 4. **MAYORS CHAPLAIN: TOWN CLERK**

The Reverend Jonathan Parker has agreed to be the Mayors Chaplain during his term of office.

The Reverend Parker will lead the Town Councillors and those present, in prayer.

### 5. **APPOINTMENT OF THE MAYORS GUARDS: TOWN CLERK**

The Town Clerk will appoint the Mayors Guards to Cllr. Ryan.

Explorers/Scouts: Taran Parker

Sea Cadets: Able Cadet Thomas Purbrick

Army Cadets: Cadet Lance Corporal Justin Haden.

**6. APPOINTMENT OF TOWN COUNCIL COMMITTEES: CLLR RYAN**

Cllr. Ryan will form new committees for the Town Council for the period 2019/20.

These will be:

1. Finance Committee
2. Governance Committee
3. Planning Committee
4. Events Committee

Each Committee requires a Chair, a Vice Chair and at least three other members. Please confirm your membership to the various committees, to the Clerk on the evening.

The new Chair and Vice Chair are to be elected at the inaugural meetings of the new committees.

**7. DELEGATE AUTHORITY TO THE INDIVIDUAL COMMITTEES: CLLR RYAN**

Committees can have budgets allocated to them.

Each committee will be responsible for making decisions and carrying those decisions forwards.

Full Town Council Approval of any motions from those committees, is generally not required, providing the decision does not take that committee over its budget or it is acting outside of its delegated authority.

Certain financial decisions will automatically be referred to the full Town Council, for example, amendments and updates to Standing orders and Financial Regulations, the Precept request and approval for and of, the Annual accounts.

Each committee Chair will report back at full Town Council, on a monthly basis

**8. APPOINTMENT OF TOWN COUNCILLORS TO OUTSIDE BODIES: CLLR. RYAN**

The Town Council is represented at external committees, by Town Councillors.

These are to be re-affirmed or nominated and confirmed on the evening.

1. Town Team
2. The Cruise Ships Committee
3. One Voice Wales Area Committee
4. Additional Community Governor at Ysgol Wdig
5. FGTC Representative on the Chamber of Trade and Tourism (new role)

**9. RESPONSIBLE FINANCIAL OFFICER: CLLR RYAN**

To re-affirm the Town Clerk as the responsible financial officer for the Fishguard and Goodwick Town Council for the accounting period 2019/20

**10. THE ANNUAL ACCOUNTS FOR THE PERIOD 2018/19: CLLR. RYAN**

The full Town Council accounts for the period 2018/19 have been submitted for internal inspection by the Town Councils appointed internal auditor, William Marshall Accountants.

The accounts should be signed off by the Mayor and the RFO, in order for them to be prepared for submission to the external auditor.

**11. RE-AFFIRM THE BANKING MANDATE: CLLR RYAN**

The Town Council currently banks with HSBC.

The Town Council has a good relationship with the bank and no issues have been identified.

The Town Council has four current authorised signatories.

The Clerk/RFO has authority to make all payments.

Town Council payments are done by BACS transfer.

- 12. TO AGREE FINANCIAL REGULATIONS FOR THE PERIOD 2019/20: CLLR. RYAN**  
To agree that Financial Regulations are adopted for the period 2019/20.
- 13. TO AGREE THE STANDING ORDERS FOR THE PERIOD 2019/20: CLLR. RYAN**  
To agree that Standing Orders are adopted for the period 2019/20.
- 14. TO AGREE THE INSURANCE POLICY: CLLR RYAN**  
The insurance policy is due for renewal in June.  
To record that the policy has been adopted. The policy is due for renewal on 1.6.19 with the existing terms and conditions.
- 15. APOLOGIES: CLLR RYAN**  
To formally record apologies for absence, offered by Town Councillors and to record the names of those Councillors who attended the meeting.
- 16. MEMBER INTEREST: CLLR. RYAN**  
To formally record any personal or pecuniary interests that a Town Councillor may have in regards to any of the listed agenda items.
- 17. MINUTES OF THE PREVIOUS MEETING: CLLR. RYAN**  
To record the minutes of the previous meeting held on 2.4.19, as a true and accurate record of the meeting.
- 18. CONTINUING WITH THE TOWNS FREE WI-FI SCHEME: CLLR. RYAN**  
The costs for this scheme have been supported by PCC since it was introduced in 2016.  
As from 1.6.19, the Town Council agreed to take on the running costs for the next three years.  
Please discuss
- 19. LETTER OF SUPPORT FOR SEA TRUSTS BID FOR GRANT FUNDING: CLLR. STOKES**  
Sea Trust are applying for grant funding and have asked the Town Council to support them by way of a letter, in their bid for this.  
Does the Town Council agree?
- 20. CORRESPONDENCE: CLLR RYAN**
1. Thank you letter from CRUSE Bereavement Pembrokeshire for the grant of £100
  2. Thank you from Paul Stonhold of Aberjazz for the grant of £700
- 21. URGENT MATTERS: CLLR RYAN**  
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 advised 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.