



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

The **MINUTES** of the **ANNUAL** Town Council Meeting

and the **MAYOR MAKING** Ceremony held virtually, under COVID-19 Regulations (Wales)

at 6pm on Wednesday 27th May 2020

Cllr. Jackie Stokes – *J. Stokes*

Cath Bannister, Town Clerk – *C. Bannister*

MINUTES

41/20 MAYOR MAKING CEREMONY: TOWN CLERK

The Town Council has to decide who will be the Mayor for the remaining term of Mayoral office from May 27th 2020 to May 2021 at the next Annual Meeting.

During this time of the Corona Virus Pandemic, The Local Authorities (Coronavirus) (Meetings) (Wales), Regulations 2020 has re-written Local Authority legislation to protect Town and Community Councils and to enable them to carry on with their business, albeit it in circumstances whereby the Town Councillors do not meet in person.

Under these new regulations, there are currently two options for the Council to consider:

- 1. That the existing Mayor, Cllr. Ryan, remains in office until May 2021.**
- 2. That the Mayor Elect, Cllr. Stokes, takes up the position of Mayor for the remainder of the term of office until May 2021.**

Both Councillors would like to be considered for the role of Mayor/Chairman for the incoming year.

No-one, other than the Town Councillors themselves, can make this decision.

The decision will be taken by a vote, whereby, for ease of confusion in this virtual meeting, the Councillors have previously agreed to respond by holding up a piece of paper with their preferred candidate name on it and stating the name of their chosen candidate when asked.

The Clerk will ask for the votes from Councillors, in alphabetical order.

The Councillor with the most Yes votes, will be elected as Mayor.

Should there be a tie in the voting, the current Mayor/Chairman will have a second and casting vote.

The result will be final and that Councillor, will make the Acceptance of Office.

ANNUAL MEETING:

42/20 APOLOGIES: TOWN CLERK

There were no apologies received. All Councillors were in attendance.

Those Cllrs. that were present were:

Cllrs. Ryan, Stokes, McCarney, Perkins, Price, Pepper, Davies, Murphy, Shaw, Thickitt, Mason and Lawton

43/20 NOMINATION MAYOR AND THE ACCEPTANCE OF OFFICE: TOWN CLERK

The Town Councillors voted by holding their preferred candidate name to the screen and saying out loud, when asked in alphabetical order, their preferred candidates name.

The results were:

Cllr. Ryan – 2 votes

Cllr. Stokes – 10 votes

The Clerk declared Cllr. Stokes as the Mayor of Fishguard and Goodwick for the current Mayoral Year until May 2021

Cllr. Stokes read out the formal Acceptance of Office to all Cllrs. and then made a short speech to the Councillors.

Cllr. Ryan removed his chains of office and made a short outgoing speech to the Councillors. The chains of office will be collected by the Clerk and taken to Cllr. Stokes home address.

44/20 NOMINATION OF DEPUTY MAYOR: TOWN CLERK

The Town Councillors voted by holding their preferred candidate name to the screen and saying out loud, when asked in alphabetical order, their preferred candidates name.

The results were:

Cllr. Ryan – 0 votes

Cllr. McCarney – 12 votes.

The Clerk declared Cllr. McCarney as Deputy Mayor of Fishguard and Goodwick for the current Mayoral Year until May 2021.

The Deputy Mayor does not make a declaration but she did thank the Town Councillors for their support.

45/20 APPOINTMENT OF TOWN COUNCIL COMMITTEES: CLLR. STOKES

Cllr. Stokes will form new committees for the Town Council for the period 2020/21.

These will be:

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

It was resolved to keep the committees as they are. The Clerk will contact Cllrs. at a later date, for Cllrs. preferred choice of committee.

46/20 DELEGATE AUTHORITY TO THE INDIVIDUAL COMMITTEES: CLLR. STOKES

Committees can have budgets allocated to them.

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

It was resolved to keep the same Terms of Reference for each of the committees. These can be reviewed at the relevant committees, when they are up and running.

47/20 APPOINTMENT OF TOWN COUNCILLORS TO OUTSIDE BODIES: CLLR. STOKES

The Town Council is represented at external committees, by Town Councillors. These are to be re-affirmed or nominated and confirmed on the evening.

It was resolved to affirm the following Councillors:

1. Town Team – Cllrs. Stokes, Shaw and Ryan
2. The Cruise Ships Committee – Cllr. Perkins
3. One Voice Wales Area Committee – Cllr. Stokes and McCarney
4. FGTC Representative on the Chamber of Trade and Tourism – Cllr. Mason

48/20 RESPONSIBLE FINANCIAL OFFICER: CLLR. STOKES

To re-affirm the Town Clerk as the responsible financial officer for the Fishguard and Goodwick Town Council for the accounting period 2020/21

It was resolved to re-affirm the Town Clerk as the Responsible Financial Officer.

49/20 THE ANNUAL ACCOUNTS FOR THE PERIOD 2019/20: CLLR. STOKES

The full Town Council accounts for the period 2019/20 have been audited by the Town Councils appointed internal auditor, William Marshall Accountants.

It was resolved to accept the internal audited accounts. The record was signed by the Town Clerk and will be signed by Cllr. Stokes at a later date, due to COVID-19 restrictions.

50/20 RE-AFFIRM THE BANKING MANDATE AND PRACTICES: CLLR. STOKES

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.

The Town Council has a debit card in the name of the Town Clerk, in order to maintain cashflow and purchases that cannot be made by BACS transfer.

It was resolved to re-affirm the above banking conditions.

51/20 TO AGREE FINANCIAL REGULATIONS FOR THE PERIOD 2020/21: CLLR. STOKES

To agree that Financial Regulations are adopted for the period 2019/20

It was resolved to accept the current Financial Regulations.

52/20 TO AGREE THE STANDING ORDERS FOR THE PERIOD 2020/21: CLLR. STOKES

To agree that Standing Orders are adopted for the period 2020/21.

It was resolved to accept the current Standing Orders.

53/20 TO AGREE THE INSURANCE POLICY: CLLR. STOKES

The insurance policy is due for renewal in June.

To record that the scheduled policy has been adopted. The policy is due for renewal on 1.6.19, with the existing terms and conditions. The schedule renewal cost is £594.22 for the forthcoming year. Does the Council agree to pay this invoice?

It was resolved to accept the Insurance Policy and for the Clerk to pay the amount invoiced.

54/20 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 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.

There being no further business to discuss, the meeting was closed at 6:20pm.